**Lancashire County Council**

**Combined Role Profile**

Grade Profile – Higher Level Teaching Assistant for Social, Emotional and Mental Well-being (Grade 7)

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| **POST TITLE:** | Higher Level Teaching Assistant / Teaching Assistant Co-ordinator |
| **GRADE:** | Grade 7 SCP 26-31 – Pro-Rata |
| **LOCATION:** | Morecambe Community High School |
| **RESPONSIBLE TO:** | Designated Senior member of staff |
| **STAFF RESPONSIBLE FOR:** | Teaching Assistants |
| **JOB PURPOSE:** Manage the school’s on site alternative provision for students with social, emotional and behavioural needs. | |
| Under an agreed system of supervision, you will be responsible for developing and delivering a suitable curriculum to pupils who are struggling to access main school provision within Morecambe Community High School.  You will play an active role in planning / delivering lessons using suitably designed and differentiated resources as well as assessing and reporting on progress in the three main key performance indicators: academic progress, attendance and behaviour.  You will lead and manage a range of teaching, learning and pastoral activities to students who have social, emotional and behavioural needs. | |

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

**Support for Pupils**

* To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
* To develop and implement pupil's Individual Educational Plans.
* To support pupils as part of a planned inclusion programme.
* Liaise with teachers over suitable subject specific work for identified pupils.
* To develop positive relationships with pupils and staff to assist pupil progress and attainment.
* To monitor and evaluate pupil responses to learning activities.
* Within an agreed system of supervision, to plan challenging teaching and learning objectives.
* To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
* Play an important part in child protection procedures and safeguarding of pupils.
* To undertake classroom and wider administrative tasks.
* Ensure all pupils receiving support are registered each lesson and work closely with the attendance team.
* To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
* To produce lesson plans, worksheet plans and supporting resources.
* To administer pupil work experience where necessary**.**
* To undertake marking of pupils work and record achievement.
* To administer/mark tests and invigilate examinations.

**Support for the School**

* To organise and manage a purposeful, orderly and supportive environment for learning.
* To support the promotion of positive relationships with parents and outside agencies.
* To contribute to and lead meetings, on an individual basis, with parents and outside agencies to provide feedback on pupil progress/achievement.
* To utilise own strengths and areas of specialist expertise in the areas of social, emotional and behavioural barriers to advise and support other school staff in specialist areas.
* To support the provision of out of school learning activities within guidelines established by the school.
* To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
* To work within school policies and procedures.
* To attend staff training as appropriate.
* To take care of their own and other people's health and safety.
* To co-ordinate and manage the work of Teaching Assistants and hold team meetings as appropriate.
* To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
* To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
* To assist in the identification and delivery of development needs.
* To ensure effective communication arrangements.
* To co-ordinate the utilisation of volunteer helpers.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum**

* To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
* To select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds.
* To support the use of ICT in learning activities.

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| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** |

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person Specification Form

**Post Title - Higher Level Teaching Assistant / Teaching Assistant Co-ordinator**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
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| Recognised and relevant Level 3 qualification or equivalent.  Level 4 qualification or equivalent  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy  Educated to degree level | E  D  E  D | A  A  A  A |
| HLTA status | D | A |
| **Experience** |  |  |
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| Experience of working with children  Experience of working in a classroom environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour  Staff management experience | E  E  E  E  D | A,I,R  A,I,R  A,I,R  A,I,R  A,I,R |
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| **Knowledge/skills/abilities** |  |  |
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| Ability to deliver structured programmes to groups of students  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills  Knowledge of Foundation Stage/National curriculum  Knowledge of numeracy and literacy strategies  Ability to make effective use of ICT  Ability to assess children’s development  Ability to plan and deliver work programmes  Ability to organise, lead and motivate a team  Flexible attitude to work | E  E  E  E  E  E  E  E  E  E  E  E  E  D  E  E  E  E | A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R |
| **Other**  Commitment to undertake in–service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | A,I,R  A,I,R |
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